



Job Title: Assistant Volunteer Manager (freelance)

Reports To: Volunteer Manager/Head of Operations

Place of Work: Manchester City Centre / Remote

Fee: £160 per day

Contract Term: Fixed term, August 2025 (2-3 advance days, 4 days on site)

Role Summary

Volunteers are integral to the success of the Manchester Pride Festival, ensuring its smooth operation and creating a welcoming and inclusive environment for all attendees.

The Volunteer Manager role is key to overseeing the recruitment, training, and management of up to 500 volunteers while also planning and managing event stalls at external events in the run-up to Manchester Pride Weekend. This role requires collaboration with various teams to ensure volunteers are effectively supported across all festival activities.

This is an incredibly rewarding opportunity to make a meaningful impact on one of the UK's leading Pride events.

We're seeking a passionate and empathetic individual with proven experience managing diverse volunteers at large-scale events. The ideal candidate will be highly organised, values-driven, and committed to promoting Manchester Pride's mission.

Key Responsibilities

Pre-Festival (3 days – remote and/or Manchester-based)

- Assist the Volunteer Manager in preparing rotas, training materials, and comms for volunteers.
- Support logistics for volunteer uniform distribution and accreditation planning.
- Help coordinate with Volunteer Team Leaders ahead of the Festival.
- Attend briefing sessions with the Engagement and Operations teams to familiarise yourself with the festival layout, policies, and volunteer touchpoints.

On-Site Festival Support (4 days – Manchester Pride Weekend)

- Help manage the Volunteer Hub, providing guidance, updates, and check-ins with volunteers and team leaders.
- Ensure volunteers are equipped with uniforms, accreditation, and safety briefings.
- Monitor on-site volunteer engagement, assisting with reallocations or addressing any concerns that arise.
- Support the delivery of volunteer-led activities, including fundraising and surveys.
- Provide backup coverage in case of volunteer shortages in key areas.

Skills and Experience:

**Essential:**

- Demonstrable experience managing large groups of volunteers.
- Proven experience working on large-scale events.
- A calm and empathetic approach to managing people from diverse backgrounds.
- Excellent written and verbal communication, presentation, and interpersonal skills.
- Highly organised with a proactive and positive approach to work.
- Strong reporting and analysis skills.
- A clear understanding of and passion for addressing issues faced by LGBTQ+ communities.
- Must be available to work all day 22nd-25th August 2025

Desirable:

- Knowledge and experience within the live events sector.
- Familiarity with the voluntary sector and its unique challenges.
- Proficiency in G-Suite or similar software.

[To apply, please submit a CV and cover letter here.](#)